

**CONFIDENTIAL**

9 SEP 1968

**MEMORANDUM FOR:**    **Director of Communications**  
                      **Director of Finance**  
                      **Director of Logistics**  
                      **Director of Medical Services**  
                      **Director of Personnel**  
                      **Director of Security**  
                      **Director of Training**

*Personnel 15*

**SUBJECT : Academic Recruitment**

1. The Academic Recruitment Schedule for the year 1968 - 1969 will be getting under way about 1 October 1968.

2. The Recruitment Division of the Office of Personnel has compiled schedules for each of its recruiters for the next three to five months. The 18 professional recruiters will be contacting a large number of colleges and universities in all sections of the country. They will also be using a revised testing program in the field as a preliminary screening device.

3. This year we are placing greater emphasis on quality and specialized training in the selection of outstanding applicants. We plan to integrate the professional and technical expertise of Agency employees with the work of the professional recruiters, in order to bring about more specialist-to-specialist discussions. In this effort, the Office of Personnel needs the names of university academic or administrative personnel who might assist the recruiters through introductions, etc.

4. Please discuss this aspect of our recruiting program with members of your Staff and encourage them to submit the names of individuals who might be of interest or assistance to the recruiters. The names of such individuals and the Agency employee submitting the name should be submitted to the Deputy Director of Personnel for Recruitment and Placement.

**John W. Coffey**  
**Acting Deputy Director**  
**for Support**

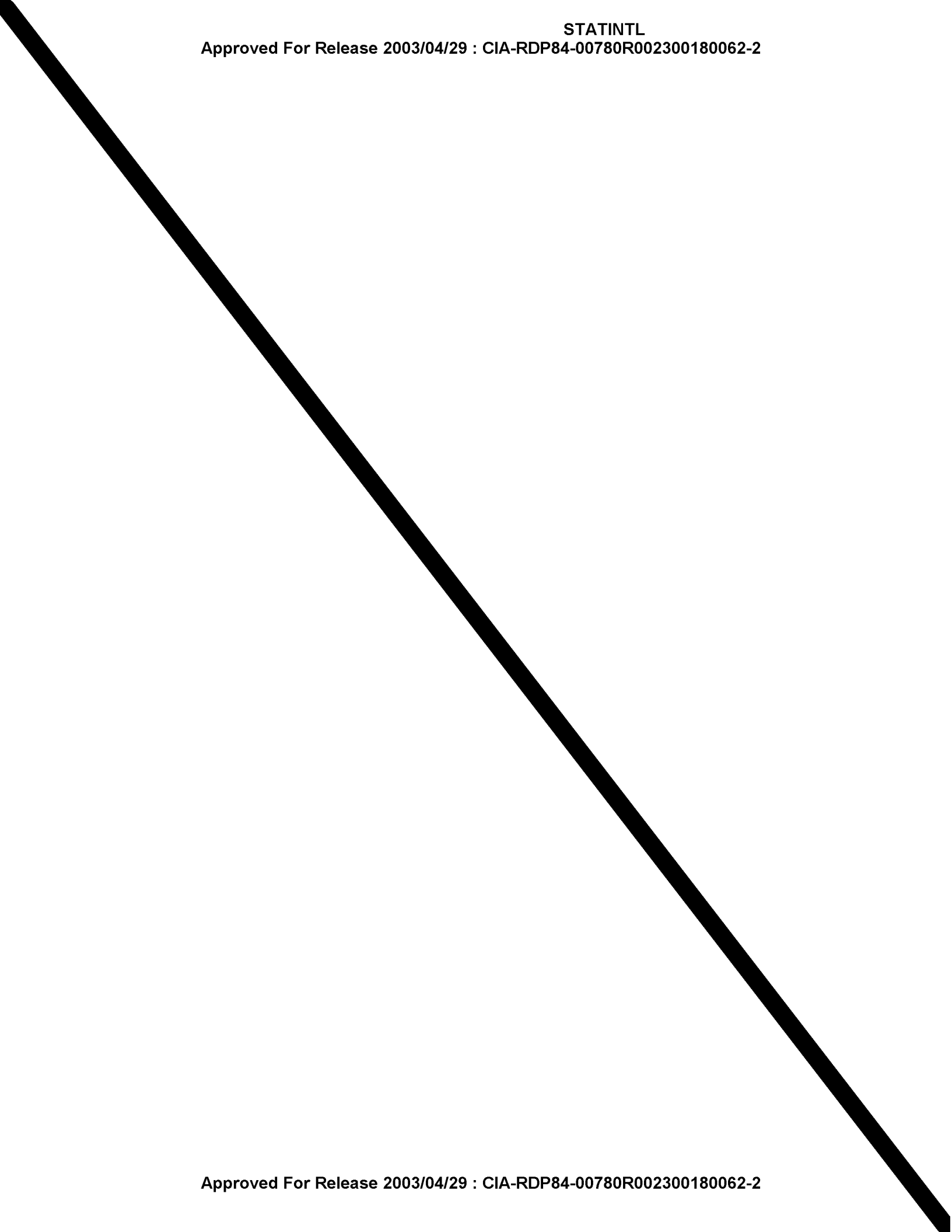
**cc: Deputy Director of Personnel for**  
**Recruitment and Placement**

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**GROUP 1**  
Excluded from automatic  
downgrading and  
declassification

STATINTL

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